



CITY OF SOMERVILLE

SEXUAL HARASSMENT POLICY

Sexual harassment in the WORKPLACE is unlawful, and it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint.

Moreover, as a part of the City of Somerville's overall non-discrimination policy, the City prohibits all forms of harassment of others because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, physical or mental disabilities, veteran, marital status, or other protected status. In particular, an atmosphere of tension created by discriminatory remarks or discriminatory animosity does not belong in our WORKPLACE and will not be tolerated.

The City of Somerville subscribes to the following guidelines concerning sexual harassment and has adopted them as City policy.

For purposes of this policy, sexual harassment is also defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment: (a) unwelcome and unwanted sexual jokes, language, epithets, advances or propositions; (b) written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual; (c) the display of sexually suggestive objects, pictures, posters or cartoons; (d) unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies; (e) asking questions about sexual conduct; (f) unwelcome leering, whistling,

brushing against the body, or suggestive, insulting or obscene comments or gestures, (g) demanding sexual favors in exchange for the granting of privileges or favorable treatment on the job is sexual harassment and considered a very serious offense by the City. Any employee who is determined to have engaged in such behavior shall be subject to termination.

If you believe that you have been the subject of sexual harassment or subjected to a hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, you are strongly encouraged to immediately notify your Department Head or the Director or Personnel, so that the City may have the opportunity to investigate and deal promptly with your complaint. An investigation of all complaints will be undertaken immediately, and all information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties.

Employees may also contact:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, 6th Floor
Boston, MA 02108
(617) 727-3990

Equal Employment Opportunity Commission (EEOC)
One Congress Street, 10th Floor
Boston, MA 02114-2023
(617) 565-3200

Any employee of the City of Somerville who is found by the City after an investigation to have harassed another in the WORKPLACE will be subject to appropriate discipline up to and including termination, depending upon the circumstances of the situation.